

Letter of Agreement to Modify Contract

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Agreement to Modify Contract

Dear [Recipient's Name],

We are writing to formally propose a modification to our existing contract dated [insert original contract date], referenced as [insert contract reference number].

The proposed modifications are as follows:

- Change 1: [Describe the first modification]
- Change 2: [Describe the second modification]
- Change 3: [Describe any additional modifications]

We believe these modifications will [explain the rationale behind the changes]. Please review the proposed changes, and if acceptable, sign and return a copy of this letter by [insert deadline date].

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Accepted by:

[Recipient's Signature] _____

Date: [Insert Date]